



COURSE OUTLINE: REC302 - RECORDS MANAGEMENT

Prepared: Minttu Kamula

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	REC302: RECORDS MANAGEMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2022-2023
Course Description:	This course will give the student an understanding of the scope and complexities of the administrative management of records. Emphasis will be placed on managing and controlling records from the time of their creation until their disposition. Current ARMA filing rules will be covered.
Total Credits:	2
Hours/Week:	5
Total Hours:	35
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD302
Vocational Learning Outcomes (VLO's) addressed in this course:	2086 - OFFICE ADMIN-EXEC
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
	VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
	VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
	VLO 5 Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.



Course Evaluation:	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>													
Books and Required Resources:	<p>Records and Information Management by Patricia C. Franks Publisher: ALA Neal-Schuman Edition: 2 ISBN: 978-0-8389-1716-9 This is available as a digital text that can be purchased directly from publisher.</p>													
Course Outcomes and Learning Objectives:	<table border="1"> <thead> <tr> <th data-bbox="508 414 802 447">Course Outcome 1</th> <th data-bbox="810 414 1430 447">Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td data-bbox="508 456 802 788">Describe the role and importance of the records and information management (RIM) profession. Handle records in a manner which complies with statutes and regulations governing the confidentiality and privacy of personal information.</td> <td data-bbox="810 456 1430 788"> 1.1 Discuss the challenge of the information explosion to records managers. 1.2 Describe the importance of records management to an organization. 1.3 Reflect on trends in records and information management. 1.4 Describe how records are classified and used in business. 1.5 Discuss and/or act in accordance with relevant legislation and business standards that affect records management as related to the office administration field. 1.6 Explain the record and information life cycle. 1.7 Describe the management function necessary to operate a records management program effectively. 1.8 Identify possible careers in records management. </td> </tr> <tr> <th data-bbox="508 796 802 829">Course Outcome 2</th> <th data-bbox="810 796 1430 829">Learning Objectives for Course Outcome 2</th> </tr> <tr> <td data-bbox="508 838 802 1142">Discuss the key elements of a records and information management program.</td> <td data-bbox="810 838 1430 1142"> 2.1 Identify and establish the structure, components, equipment, and supplies required for electronic and paper records management systems. 2.2 Identify the components of and the responsibilities of a records information management system. 2.3 Define and describe the purpose of a records audit. 2.4 Explain the purpose of a records and information manual. 2.5 List guidelines for constructing a well-designed form. 2.6 Explain the phases of a disaster recovery plan. 2.7 Define and describe knowledge management. 2.8 Discuss the use of RIM software. 2.9 List actions required to implement a retention schedule. </td> </tr> <tr> <th data-bbox="508 1150 802 1183">Course Outcome 3</th> <th data-bbox="810 1150 1430 1183">Learning Objectives for Course Outcome 3</th> </tr> <tr> <td data-bbox="508 1192 802 1440">Demonstrate proficiency using the alphabetic filing system for filing business correspondence, reports, and records.</td> <td data-bbox="810 1192 1430 1440"> 3.1 Explain the need for indexing rules in alphabetic storage of names and the importance of following these rules consistently. 3.2 Index, code, and arrange personal and business names in indexing order of units. 3.3 Index, code, and arrange minor words and symbols in business names. 3.4 Index, code, and arrange names with punctuation and possessives. 3.5 Index, code, and arrange names with single letters and abbreviations. </td> </tr> </tbody> </table>		Course Outcome 1	Learning Objectives for Course Outcome 1	Describe the role and importance of the records and information management (RIM) profession. 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	<p>3.6 Prepare and arrange cross-references for personal and business names.</p> <p>3.7 Sort personal and business names.</p> <p>3.8 Index, code, and arrange personal and business names with titles, suffixes, and articles.</p> <p>3.9 Index, code, and arrange business names with numbers.</p> <p>3.10 Index, code, and arrange the names of organizations and institutions.</p> <p>3.11 Prepare and arrange cross-references for business names and foreign business and government names.</p> <p>3.12 Sort personal, business, organization, and government/institution names.</p> <p>3.13 Index, code, and arrange personal and business names that are identical.</p> <p>3.14 Apply alphabetic filing procedures.</p> <p>3.15 Select appropriate subject categories to be used with an alphabetic arrangement.</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
<p>Demonstrate proficiency in understanding developing technologies such as social media for record management.</p> <p>Understanding how emerging technologies integrate with records management.</p>	<p>4.1 Discuss how developing technologies like social media are part of records management.</p> <p>4.2 List and discuss social media and records management.</p> <p>4.3. Identify social media records and understand the origin of social media records.</p> <p>4.4 Discuss and compare blogs, microblogs, and social networking sites.</p> <p>4.5 Discuss Social Media Policy Development and consider strategy.</p> <p>4.6 Describe the diffusion of Innovation and trend spotting.</p> <p>4.7 Discuss and compare emerging technologies.</p> <p>4.8 Discuss Internet of Things Platform and how it fits into records management.</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
<p>Demonstrate proficiency in understanding how monitoring, auditing and risk management are part of the records management process. Understand how each of these processes provides effective control, appropriate security, and management of the creation, maintenance, use, and disposition of all records within the organization.</p>	<p>5.1 Define performance monitoring and how it is conducted to measure the records management system.</p> <p>5.2 Define and discuss the Risk Culture for records management and list advantages to recognizing risk.</p> <p>5.3 Describe the auditing of the records management program and list auditing procedures.</p> <p>5.4 Compare industry standard auditing requirements and discuss examples.</p> <p>5.5 Describe risk management, the risk management process and risk identification.</p> <p>5.6 Describe risk mitigation and cloud computing and understand the benefits and risks of cloud computing.</p>
Course Outcome 6	Learning Objectives for Course Outcome 6
<p>Demonstrate proficiency in understanding Information Economics, Privacy, and</p>	<p>6.1 Define Information Economics (Infonomics) and compare different types of business assets.</p> <p>6.2 Compare and discuss different types of business models.</p>

	<p>Security and understanding what records have economic value and how we determine the value. Understanding how privacy and security relate to records management and how this is managed.</p>	<p>6.3 Explain and discuss information asset privacy and security. 6.4 Discuss the governance of privacy and how it relates to records management. 6.5 Describe Security and the focus on the protection of data and access to records. 6.6 Describe cybersecurity and discuss the broad range of practices, tools and concepts related to information and operational technology security.</p>
	Course Outcome 7	Learning Objectives for Course Outcome 7
	<p>Develop procedures and systems for managing electronic and image records.</p>	<p>7.1 Define electronic record and image record and describe the relationship between the two records media. 7.2 Define magnetic media and optical media and list the various types of each media. 7.3 Discuss retention for active and inactive electronic records. 7.4 Discuss records safety and security. 7.5 List and describe the types of microforms and the factors related to microfilm quality. 7.6 Discuss microfilming procedures and equipment. 7.7 Describe microform storage, retrieval, and storage environments. 7.8 Discuss retention for image records. 7.9 Discuss RIM software for electronic and image records.</p>
	Course Outcome 8	Learning Objectives for Course Outcome 8
	<p>Develop systems and procedures for managing non-electronic records (correspondence).</p>	<p>8.1 Explain terms used in correspondence records management systems. 8.2 Identify the basic types of equipment and supplies for correspondence records storage. 8.3 Explain considerations for selecting storage equipment and supplies. 8.4 Discuss the advantages and disadvantages of the alphabetic method of records storage. 8.5 Describe types of information that should be determined before selection and design of an alphabetic records system. 8.6 Explain how colour can be used in correspondence records storage. 8.7 Apply procedures for storing correspondence.</p>
	Course Outcome 9	Learning Objectives for Course Outcome 9
	<p>Discuss how to select and use appropriate storage, transfer, and retrieval methods for electronic and paper records, including cloud-based storage and file sharing and content management systems. File, retrieve, and transfer electronic and paper records according to industry and organization's records</p>	<p>9.1 Explain the importance of developing and implementing a records retention program. 9.2 List the categories of records values, describe each category, and provide an example of each category. 9.3 Discuss the records inventory, including what it is, why it is done, and what it includes. 9.4 Establish procedures and recommend training to ensure the security, retention, and disposal of records and accessibility of information, in accordance with legislative and organizational requirements. 9.5 Discuss manual and automated retrieval procedures. 9.6 List reasons for transferring records.</p>

	management guidelines.	<p>9.7 Discuss types of records centre control files.</p> <p>9.8 List capabilities of typical records centre software.</p> <p>9.9 Evaluate an existing records management system and make recommendations for improvement.</p> <p>9.10 Liaise with information technology professionals to discuss how to ensure a secure and accessible records management system in accordance with organizational policies and procedures.</p>
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Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Daily Assignments	25%
Microcredential Completion	15%
Test 1	10%
Test 2	25%
Test 3	25%

Date: February 27, 2023

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.